

TOWN OF DARIEN
ZONING BOARD OF APPEALS INSTRUCTION FORM

IN ORDER TO EFFICIENTLY AND EFFECTIVELY PROCESS THE MANY VARIANCE APPLICATIONS BEING SUBMITTED, THE ZONING BOARD OF APPEALS REQUIRES THE FOLLOWING INFORMATION FOR EACH APPLICATION:

1. Ten (10) copies of application and attachments.
2. Ten (10) copies of an up-to-date, Class A-2 survey prepared by a land surveyor registered in the State of Connecticut, certifying:
 - A. Lot size, dimensions and configuration;
 - B. Required setbacks from front, side and rear property lines delineated to define the buildable area;
 - C. Existing and proposed (highlighted) structures, including HVAC and mechanical equipment, fuel tanks, swimming pools, etc. Include new volume dimensions and setbacks from the adjacent property boundaries;
 - D. Existing and proposed building coverage as defined by Section 210 of the Darien Zoning Regulations: Building Coverage: The combined percentage of land covered by the roof area or outside dimensions of all structures on the lot, including eaves and other similar projections. Coverage shall include dwellings; garages; storage/accessory buildings; commercial buildings; porches; decks covered courtyards and walkways; pools, tennis and other recreational courts; and other structures that are located on or above the ground. Driveways, uncovered walks patios, terraces and other at grade surfaces shall not be included in building coverage, but shall be included in the calculation of developed site area.
 - E. Floor elevations (including basement level) for structures in or near flood areas.
3. Floor plans and dimensions of existing and proposed structures (8 ½" x 11" or 11" x 17" sheets suggested).
4. Elevation drawings showing the size, scale and materials of existing and proposed additions or new structures (8 ½" x 11" or 11" x 17" sheets suggested).
5. Other appropriate information concerning the unique features of the property to assist the Board in reviewing and reaching a decision about the application.
6. \$165.00 Application Fee. Please make check payable to "Town of Darien."

Failure to submit adequate information may result in the application being "Denied without Prejudice".

AT THE ZONING BOARD OF APPEALS MEETING:

1. Explain your request to the Board. You must emphasize the unique characteristics and conditions of the parcel of land which can justify the variance request. Personal, family, and financial considerations are not justification for a variance. You should provide any additional pertinent information concerning the application, such as construction plans, floor plans, building elevations, photographs, letters of support from neighbors, etc.
2. Be prepared to respond to questions from the Zoning Board of Appeals members and the general public.

SEND NOTIFICATION TO NEARBY PROPERTY OWNERS AS REQUIRED BY THE FOLLOWING REGULATION:

“Not more than twenty (20) days nor less than ten (10) days before the date of an applicant’s hearing, the applicant or his legal representative shall mail notification of his application, including Item “K” of the text of the application, and the scheduled date, time and place of the hearing, to the owners of each parcel or property one-hundred (100) feet or less distant from the applicant’s property. The owners and their address shall be determined from the latest real estate list of the Town of Darien in the Assessor’s Office. At the hearing, the applicant, or his legal representative, shall submit evidence of the required mailing in the form of United States Postal Service Certificates of Mailing or Certified Mail Receipts, a list showing the names and addresses of the owners of all such properties, and a copy of the notification (including attachments) which were mailed”.

Where there is more than one owner of a property, such as a condominium, each owner is to be sent notification by the applicant. If the applicant is not the owner of the subject property, the applicant shall formally notify the owner of the property of the pending application.

The following is a sample letter to assist you in drafting a letter to send to property owners within 100 feet of the subject property:

Date

Applicant’s Return Address

Neighbor’s Return Address

Dear Neighbor:

(I/We) have applied to the Darien Zoning Board of Appeals for _____ (an interpretation/a variance) of the Darien Zoning Regulations in order to _____ (construct an addition/establish a new use, or other reason for variance request).

Enclosed for your review is a copy of the application, which has been submitted. A Public Hearing for this matter has been scheduled for 7:45 P.M. in the Public Meeting, Room 206 in the Darien Town Hall, 2 Renshaw Road on (date).

If you have any questions, please feel free to contact me. My telephone number is _____.
Sincerely,

ONE WEEK PRIOR TO THE ZONING BOARD OF APPEALS MEETING:

Submit the following:

1. **A list of owners who were sent notification;**
2. **Certified Mail Receipts from the Post Office showing that the notices were mailed within the appropriate time frame; and**
3. **A copy of the notification letter and enclosure(s) including Item ‘K’ that were sent to neighboring property owners.**